

Job Advertisement

Warehouse Assistant

Juba

Job Purpose: To support the Leer and Aweil Projects and their field locations by performing the day-to-day logistical functions including procurement, supply chain, stock management, and warehousing.

A. Key Responsibilities.

Main responsibilities:

- Assist with receipt of stock from charter flights, local procurement and any other sources.
- Ensure good packing/stacking at the warehouse and perform restacking/repacking.
- Regulate and track all movements in and out of the warehouse in coordination with the other warehouse staff (Ledger Book).
- Notify relevant team members of receipt of goods.
- Receive/issue items from the warehouse, checking quality and quantity of items
- Perform daily physical check of stock and report to Warehouse Officer or Warehouse Manager.
- Keep the warehouse and warehouse compound organised and clean/tidy.

Additional responsibilities:

- Implement Medair stock management guidelines.
- Control loading and offloading.
- Update daily the Stock Record (Stock Reports, Stock Cards and Bin Cards)
- Release goods as per completed request forms (Stock Requests and Way Bills).
- Properly file requests from distribution/stock record/waybill.

General:

- Other tasks delegated by the Warehouse Officer or Warehouse Manager.

B. Person Specifications

Essential

- Secondary School Level Education completed
- 6 months work experience in stock management or logistics preferably in an NGO/INGO setting
- Good written and spoken English
- Basic computer knowledge
- Willing to learn and improve computer knowledge

Desirable

- Diploma in logistics, warehousing or related field
- 2 years of experience in logistics/warehousing.
- Previous experience working with a similar organization
- Able to drive +/- valid South Sudan driving licence
- Fluent spoken Arabic
- Good knowledge of MS Office applications
- Experience with stock management systems

Applications deadline: **24th September 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications for this position as outlined above to:

Recruitment

Human Resources Department

Medair South Sudan - Theo Road, Hai Tong Ping

or e-mail: recruitment@southsudan.medair.org

